



Jim Doyle  
Governor

Helene Nelson  
Secretary


**State of Wisconsin**  
Department of Health and Family Services

**DIVISION OF HEALTH CARE FINANCING**

1 WEST WILSON STREET  
P O BOX 309  
MADISON WI 53701-0309

Telephone: 608-266-8922  
FAX: 608-266-1096  
TTY: 608-261-7798  
[www.dhfs.state.wi.us](http://www.dhfs.state.wi.us)

**MEMORANDUM**

**DATE:** April 30, 2003  
**TO:** Rural Health Clinics, Managed Care Organizations  
**FROM:** Peggy B. Handrich, Administrator  
Division of Health Care Financing   
**SUBJECT:** New Rural Health Clinic Services Handbook

The Division of Health Care Financing (DHCF) is pleased to provide you with a copy of the new Rural Health Clinic Services Handbook.

The Rural Health Clinic Services Handbook incorporates current Medicaid rural health clinic information into a single reference source. The handbook replaces all rural health clinic publications including Part M, The Rural Health Clinic Handbook.

This handbook does *not* replace the All-Provider Handbook and all-provider *Wisconsin Medicaid and BadgerCare Updates*, the Wisconsin Administrative Code, or Wisconsin Statutes. Subsequent changes to rural health clinic policies will be published first in *Wisconsin Medicaid and BadgerCare Updates* and later in revisions to the Rural Health Clinic Services Handbook.

**Additional Copies of Publications**

All *Wisconsin Medicaid and BadgerCare Updates* and Rural Health Clinic Services Handbook can be downloaded from the Medicaid Web site at [www.dhfs.state.wi.us/medicaid/](http://www.dhfs.state.wi.us/medicaid/).

We would like to thank everyone who reviewed the handbook and provided comments.

**HIPAA and the Information in This Handbook**

Wisconsin Medicaid will issue revised instructions for completing paper claims and prior authorization (PA) requests, including samples of properly completed forms, effective dates, and information for ordering new forms. These revised instructions will ensure that Wisconsin Medicaid is consistent with the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Providers should pay special attention to *Wisconsin Medicaid and BadgerCare Updates* released in July and August 2003 to keep informed of these important changes. Providers must use the information in these Updates, along with this handbook, to ensure proper claims and PA submission.